



## **SYSTEMS AND NETWORK SUPERVISOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the activities within the Systems and Network Services section of the Information Technology Division; to provide technical advice to the Information Technology Manager and Deputy Manager concerning the design, planning and management of the enterprise network, including voice, data, video and wireless systems; and to perform a variety of technical duties relative to the operation of the local and wide area network infrastructure.

### **Supervision Received and Exercised:**

Receives direction from the Deputy Information Technology Manager or from other management staff.

Exercises direct supervision over professional and technical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the Systems and Network Services section's activities; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in the design, operation, installation and maintenance of the voice, data, video, and wireless network infrastructure; assist in the maintenance of the local and wide area network (LAN and WAN).
- Develop and implement network administration and system maintenance policies, procedures and growth standards required to operate a City-wide voice, data, video, and wireless network; plan and design network and system growth and realignment; work with ITD staff to ensure system performance and network requirements are met for software applications.

## CITY OF TEMPE

### Systems and Network Supervisor (continued)

- Perform complex technical system design, installation and maintenance duties and resolve system problems related to equipment and system design and operation using various diagnostic tools and devices such as the Openview Manager; maintain statistical information regarding network performance and up-time.
- Confer with Business Analysts to determine system and network needs; analyze and recommend software and hardware purchases; obtain vendor quotes and place orders as directed.
- Assist in the implementation of goals, objectives, policies and procedures for the City's minicomputer plans; establish schedules and methods for server installation and maintenance.
- Plan, prepare and administer the section budget and participate in the administration of the Department budget; submit recommendations and justifications for budget expenditures for new software and equipment; anticipate future expenditures based on the City's network needs.
- Maintain and ensure the security of all servers and network operating system.
- Monitor network trends and anomalies; keep informed of current industry practices and technologies related to distributed computing, networked computing and internet technology.
- Perform project management duties as required; act as liaison between Technical Services and various user departments to develop info-technology solutions to problems.
- Plan, prioritize, assign and review the work of staff involved in network planning, administration and server installation and maintenance activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Attend professional meetings and seminars as required.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

*Revised January 2000*

*Title Change December 1999*

*Revised July 2003 (MQ changed; range adjustment)*

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### Systems and Network Supervisor (continued)

#### **Experience:**

Five years of increasingly responsible experience in computer network operation, planning and design utilizing LAN and WAN technology and open systems architecture; including one year of supervisory experience; some experience with UNIX systems administration and analysis; some experience in wireless technology telephony, and cable plant management.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university in computer science, communications engineering or a related field.

#### **Licenses/Certifications:**

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 2371**

**Salary Range: 49**

**FLSA: Exempt**